

Privacy statement MBIC Courses

Your privacy is important to Maastricht University (UM) therefore UM always handles your information carefully. UM is responsible for the processing of your personal information. How UM safeguards your privacy is detailed below.

This statement is applicable to the MBIC Courses offered by experts from UM. UM also has a general statement that you can find here: <https://www.maastrichtuniversity.nl/about-um/um-general-privacy-statement>. Processes not explicitly mentioned here can be found in the general statement. In this statement we may refer to the general UM privacy statement.

Contact information

Do you have any question about this privacy statement, or would you like to know more about how the UM handles personal information, or if you have a complaint, you can contact:

- Universiteit Maastricht
- Data Protection Officer
- Postbus 616
- 6200 MD Maastricht
- privacy@maastrichtuniversity.nl

You can also contact the Data Protection Officer directly via: fg@maastrichtuniversity.nl.

What personal information does UM process?

For the MBIC Courses, UM can collect and process the following personal data:

- Name
- Email
- Course registration

If your course is payed for by a third party, this party's information will also be processed.

UM collects this data directly from you. It can occur that UM receives this data from a third party, for example if your employer registers you for the course.

Sensitive personal information

Sensitive personal information can be, for example: ethnic background, political views, religion, membership of a union, or sexual preference. It

also includes information about health, genetic or biometric information that can identify you personally.

UM processes sensitive personal information when: this is legally allowed, you have personally made the information public, or have given explicit permission to process this information.

In the case of the MBIC Courses, UM does not intend to process sensitive personal information. However, it can happen incidentally, for example, if you provide the information unsolicited. UM will carefully process and protect your information.

Goals

UM collects personal information with the following goals:

- Offering, organising and evaluating the MBIC Courses.
- Informing about the MBIC Course services and products.

Grounds for processing

UM always operates under 'grounds for processing'. This can be defined as the reason why we collect the personal information.

MBIC Courses processes your personal information in order to execute an agreement between you and UM. If you've taken a MBIC course, you can be approached by MBIC Courses for a similar product or service. For this MBIC Courses has a justified cause. You always remain the rights to unsubscribe from newsletters.

Terms of storage

UM does not store personal information longer than necessary to reach the goal of the processing or to comply with legal duties. MBIC Courses is legally required to store invoices for 7 years. Digitally distributed certificates will be stored for 30 years.

Other personal information will be stored for 4 years, starting from the end of the last taken course.

Receivers of personal information

UM has taken precautions to make sure that only persons who need to process your personal information have access.

Your personal information will not be shared with third parties, unless this is necessary to conduct the MBIC Courses. This can include third parties with whom UM collaborates to successfully offer MBIC Courses. If applicable, UM has made written agreements about the processing and security of your personal information.

Rights

According to privacy laws, you have certain rights pertaining to personal information. In the general privacy statement, you'll find a full description of your rights and how to enforce them.

You have the right to inspect, correct, or remove your personal information. You also have the right to limit the processing of your information, to transfer your information to a third party and the right to object when information is processed under justified cause.

If you want to exercise one of these rights, you can contact privacy@maastrichtuniversity.nl or directly contact the Data Protection Officer at fg@maastrichtuniversity.nl.

If you have a complaint about the processing of your personal information, contact UM via the information above. You also have the right to send in a complaint to the Dutch Data Protection Authority via <https://www.autoriteitpersoonsgegevens.nl/en>.